



**DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
US ARMY GARRISON BENELUX (NSSG)
UNIT 21419
APO AE 09708-1419**

3 May 2007

IMEU-CHV-HR

MEMORANDUM FOR ALL US ARMY GARRISON BENELUX PERSONNEL

SUBJECT: USAG Benelux Command Policy Letter 22, Holidays within the USAG Benelux (NSSG)

1. This policy letter supersedes USAG Benelux (NSSG) Policy 22, 6 December 2006. The prior policy required that all U.S. civilian employees assigned to USAG Benelux, USAG Brussels, and USAG Schinnen work or be on approved leave on foreign national, SHAPE and NATO holidays that do not coincide with U.S. holidays.

2. On 23 March 2007, CDRUSEUCOM issued guidance advising that "all support functions on SHAPE Domain will be open for business on official U.S. holidays that do not coincide with SHAPE holidays". USAG Benelux Command Policy Letter 22 is hereby updated to provide clarification in support of mission guidance.

3. The following are general principles which determine holidays for USAG Benelux personnel, civilian or military.

a. The USAG Benelux exists to provide base operations support to U.S. personnel assigned in support of NATO international activities and to other selected U.S. activities throughout our seven nation footprint.

b. USAG Benelux activities must remain open for business on U.S. holidays which do not coincide with the holidays of the supported international activities in order to service U.S. customers working in those activities.

c. Some USAG Benelux personnel work under the operational control of an international activity while others work under the control of the USAG Benelux.

d. There is meaningful Federal work that can be performed by U.S. civilian employees of USAG Benelux on holidays of international activities that do not coincide with U.S. holidays.

4. The following are general policies for USAG Benelux personnel, civilian or military:

a. USAG Benelux military personnel under the operational control of an international activity will follow the guidance of their international operational chain of command.

This memorandum is available at <http://www.usagbenelux.eur.army.mil/sites/commander/policy.asp>

IMEU-CHV-HR

SUBJECT: USAG Benelux Command Policy Letter 22, Holidays within the USAG Benelux (NSSG)

b. USAG Benelux military personnel NOT under the operational control of an international activity:

(1) Will normally follow the U.S. holiday schedule.

(2) Will normally follow the USAREUR training holiday schedule.

(3) May be required to work on U.S. or USAREUR holidays/training holidays if their absence will adversely affect the mission. Subject to mission requirements, Soldiers will normally be authorized to take compensatory time for days worked on U.S. holidays or USAREUR training holidays.

(4) Will continue to observe the USAREUR Christmas half-day schedule. During this schedule USAG Benelux military will work normal duty hours until 1200 hours, at which time the military workforce will be released. From 1200 hours through the end of the duty day, each USAG Benelux Directorate and subordinate unit will, at a minimum, be staffed with a "phone watch" to provide for emergency contact. There will be absolutely no day on or day off attempt at holiday scheduling in the USAG Benelux.

c. USAG Benelux U.S. civilian employees, both appropriated and non-appropriated fund, under the operational control of an international activity:

(1) Will follow the guidance of their international operational chain of command.

(2) Will, if excused from duty by the international operational chain of command on a holiday observed by the international activity, be placed on paid administrative leave without charge to annual leave if that holiday does not coincide with a U.S. holiday.

(3) Will, if required to be on duty by the international operational chain of command on a U.S. holiday, receive holiday premium pay for the time worked on that day in accordance with applicable U.S. regulations.

d. USAG Benelux U.S. civilian employees, both appropriated and non-appropriated fund, NOT under the operational control of an international activity:

(1) Will observe the U.S. holiday schedule. If U.S. employees are required to be on duty, they will receive holiday premium pay for the time worked on that day in accordance with applicable U.S. regulations.

(2) A liberal leave policy is in effect for USAREUR training holidays. Except for an emergency situation there should be no employees who have to forfeit unused annual leave.

IMEU-CHV-HR

SUBJECT: USAG Benelux Command Policy Letter 22, Holidays within the USAG Benelux (NSSG)

e. Host nation employees, regardless of operational control:

(1) Will observe their local holiday schedules as agreed to by the U.S. Government, the respective Ministries of Defense, local laws, and Labor Agreements.

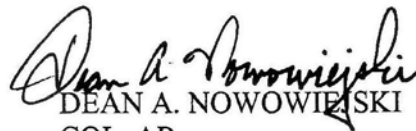
(2) Will receive appropriate holiday premium pay if required to be on duty during a designated holiday.

5. USAG Benelux managers and supervisors will:

a. For those activities NOT under the operational control on an international activity, determine the hours of operation, manning levels, and mix of resources required to provide the optimum service level for the supported population. Care will be taken to minimize overall costs of operation, including personnel premium salary costs, wherever possible. As a general rule, the way we keep USAG Benelux open at minimal operational cost is accomplished by utilizing U.S. personnel on international holidays and host nation personnel on U.S. holidays which do not coincide with international holidays.

b. Engage in constructive activities with the operational chain of command of international activities to provide optimum customer support for populations of both international and U.S. national organizations supported by the USAG Benelux.

6. Proponent is the Directorate of Human Resources, DSN: 361-5109 or civilian 00 3268 275109.


DEAN A. NOWOWIEJSKI
COL, AR
Commanding